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**GENERAL SERVICES ADMINISTRATION**

**[OMB Control No. 3090-0014]**

**[Docket 2015-0001; Sequence 8]**

**Information Collection; Transfer Order-Surplus Personal  
Property and Continuation Sheet, Standard Form (SF) 123**

**AGENCY:** Federal Acquisition Service, General Services Administration (GSA).

**ACTION:** Notice of request for an extension to an existing OMB clearance.

**SUMMARY:** Under the provisions of the Paperwork Reduction Act, the Regulatory Secretariat Division will be submitting to the Office of Management and Budget (OMB) a request to review and approve an extension of a previously approved information collection requirement regarding the Transfer Order-Surplus Personal Property and Continuation Sheet, Standard Form (SF) 123.

**DATES:** Submit comments on or before: **[Insert date 60 days after date of publication in the Federal Register]**.

**ADDRESSES:** Submit comments identified by **Information Collection 3090-0014**, Transfer Order - Surplus Personal Property and Continuation Sheet, Standard Form (SF) 123, by any of the following methods:

- Regulations.gov: <http://www.regulations.gov>.

Submit comments via the Federal eRulemaking portal by searching the OMB control number. Select the link "Comment Now" that corresponds with "Information Collection 3090-0014, Transfer Order - Surplus Personal Property and Continuation Sheet, Standard Form (SF) 123". Follow the instructions provided on the screen. Please include your name, company name (if any), and "Information Collection 3090-0014, Transfer Order - Surplus Personal Property and Continuation Sheet, Standard Form (SF) 123," on your attached document.

- Fax: 202-501-4067.
- Mail: General Services Administration, Regulatory Secretariat Division (MVCB), 1800 F Street, NW, Washington, DC 20405. ATTN: Ms. Flowers/IC 3090-0014.

**Instructions:** Please submit comments only and cite Information Collection 3090-0014, Transfer Order - Surplus Personal Property and Continuation Sheet, Standard Form (SF) 123, in all correspondence related to this collection. All comments received will be posted without change to <http://www.regulations.gov>, including any personal and/or business confidential information provided.

**FOR FURTHER INFORMATION CONTACT:** Joyce Spalding, Property Disposal Specialist, Federal Acquisition Service, at

telephone 703-605-2888 or via e-mail to  
[joyce.spalding@gsa.gov](mailto:joyce.spalding@gsa.gov).

## **SUPPLEMENTARY INFORMATION:**

### **A. Purpose**

The Transfer Order-Surplus Personal Property and Continuation Sheet, Standard form (SF) 123, is used by public agencies, nonprofit educational or public health activities, programs for the elderly, service educational activities, and public airports to apply for donation of Federal surplus personal property. The SF 123 serves as the transfer instrument and includes item descriptions, transportation instructions, nondiscrimination assurances, and approval signatures.

### **B. Annual Reporting Burden**

Respondents: 20,110.

Responses Per Respondent: 1.

Total Number of Respondents: 20,110.

Hours Per Response: 0.019.

Total Burden Hours: 382.

### **C. Public Comments**

Public comments are particularly invited on: Whether this collection of information is necessary and whether it will have practical utility; whether our estimate of the

public burden of this collection of information is accurate, and based on valid assumptions and methodology; ways to enhance the quality, utility, and clarity of the information to be collected.

**OBTAINING COPIES OF PROPOSALS:** Requesters may obtain a copy of the information collection documents from the General Services Administration, Regulatory Secretariat Division (MVCB), 1800 F Street, NW, Washington, DC 20006, telephone 202-501-4755. Please cite OMB Control No. 3090-0014,

**Transfer Order-Surplus Personal Property and Continuation Sheet, Standard Form (SF) 123,** in all correspondence.

**Dated: April 13, 2015.**

David A. Shive,  
Acting, Chief Information Officer.

[Billing Code: 6820-34]

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